

14 JAN 1980

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Security  
Director of Training  
Chief, Information Services Staff

STATINTL

FROM : [REDACTED]  
Career Management Officer, DDA

SUBJECT: : Approval and Implementation of NAPA  
Project Group Recommendation

1. On 18 December 1979, the Deputy Director of Central Intelligence approved the following recommendation made by the NAPA Project Group.

Have the component manager clearly define in the Advance Work Plan, the role expected from the Component Personnel Officer giving particular emphasis both to the working relationship desired between the Personnel Officer, the Career Management Officer and the line supervisor and to the four functions common to personnel specialists identified in the conclusions section of this paper.

2. The four functions common to personnel specialists identified in the conclusions section of the NAPA Project Group Report (Tab E) are:

- advising component management on the interpretation and implementation of Agency personnel regulations, policies and procedures;
- exercising initial control functions;
- managing the technical aspects of personnel administration; and

SUBJECT: Approval and Implementation of NAPA Project  
Group Recommendation

- serving as key advisor or member of personnel management committees, promotion, assignment and career panels, etc., but the degree of involvement in these functions is at the discretion of component management.

3. It is recognized that the Performance Appraisal Report System does not require that an Advanced Work Plan (AWP) be completed until the evaluation cycle beginning after 1 October 1979; however, the Director of PPP&M has requested that an AWP be prepared now for at least the senior personnel officer in your office. This AWP must address those items stated in paragraphs 1 and 2 above. To insure that the AWP reflects your own perceptions of the role you expect the personnel officer to play in your component, I would like for you to personally review the AWP following its preparation by the appropriate command level.

4. So that the DDCI may be advised that this recommendation has been implemented, please forward a copy of the completed AWP to my office by 30 January 1980.

STATINTL



## ADVANCE WORK PLAN

CAUTION: BLANK FORM REQUIRES  
SECURE STORAGE IN FIELD.

STATINTL

## GENERAL INFORMATION

1. [REDACTED] IN THE STAFFING PATTERN AND, IF APPROPRIATE, THE NUMBER AND TYPE OF EMPLOYEES SUPERVISED BY THIS EMPLOYEE.

Incumbent serves as the Senior Personnel Officer in the Administrative Staff of the Office of Data Processing. He is responsible for the supervision of one full-time and two part-time employees.

B. WORK OBJECTIVES, GOALS AND PRIORITIES—LIST THE SPECIFIC OBJECTIVES AND GOALS, IN PRIORITY ORDER, FORMULATED BY THE SUPERVISOR AND THE EMPLOYEE.

As the Senior Personnel Officer in ODP, you will be responsible for the following:

1. Plan and conduct the administration of personnel matters in ODP, including establishing priorities and providing technical guidance to members of the Personnel Section in the performance of their duties.
  - a. Work with the Office of Personnel and the Office of Security in reducing the processing time for Applicant Processing for employment within ODP.
  - b. Develop and publish for the MZ Board a systematic procedure for filling MZ Rotational Positions by 1 March 1980.
  - c. Review by 30 April 1980 the workload of employees in the Personnel Section with a goal of more equitable distribution.
  - d. Establish procedures by 30 May 1980 to ensure that the Personnel Section, ODP is advised when employees are reassigned from one position to another.
  - e. Work with the ODP Career Development officer and the PMCD representative to meet established goals for completion of the PMCD review within ODP.
  - f. Review soft file requirements, identify items that should be retained and for how long and initiate action to remove excess and duplicate items from the folders by 1 June 1980.

STATINTL

(To be attached to the PAR for this period.)

TITLE Personnel Officer

DATE 11 Feb. 1980

TITLE DC/ODP Administrative Staff DATE 11 Feb. 80

### Performance Standards

Your performance as Chief of the Personnel Section will be judged by:

a. The degree to which the Personnel Section makes maximum use of their resources to give prompt, accurate, and timely personnel services to all ODP personnel.

b. How effectively you organize your workload so that minimum time is lost in responding to work requirements and planned goals.

c. The degree to which initiative, imagination, resourcefulness, cooperation, and sound judgement are displayed in carrying out the mission of your section.

d. The degree to which stated objectives are accomplished within the timeframe allotted.

2. In serving as the technical advisor on personnel matters to the MZ Career Board and the ODP Career Panels, ensure that all personnel actions and recommendations conform with established personnel procedures. In particular:

a. Perform an objective review of MZ Board and Panel Procedures to ensure that they are effective and conform to current Agency personnel policy. Provide the Chairman, MZ Board with a report by 30 November 1980.

b. Perform other studies as directed by the Chairman of the MZ Career Board.

### Performance Standards

Your performance will be measured by: (a) the degree to which the information in personnel actions and recommendations presented to the MZ Career Board and the ODP Career Panels accurately reflect the employees' records and (b) the degree to which the MZ Board and Career Panels are advised that the actions taken by them follow established Agency personnel policy.

3. Maintain up-to-date knowledge on Agency regulations, policies, instructions, and practices as they pertain to personnel management and administrations within the Office of Data Processing. In particular:

a. Attend selected training courses conducted by the Office of Personnel and the Office of Training and arrange for employees in the Personnel Section to attend courses to their functions and responsibilities.

b. Review published personnel related papers to advise D/ODP and his staff as to their impact on ODP.

#### Performance Standard

Performance will be judged by: (a) the degree of technical competence by you and your staff in performing duties exhibited and (b) how well you organize and plan your section's work schedule so that training opportunities are made available to enhance their personnel skills and (c) the degree to which ODP's senior management is kept advised of the development in the Office of Personnel Policy, Planning, and Management that will have an impact on ODP's career development and personnel management programs.

4. Act as the focal point officer on personnel policy matters and actions by coordinating with senior management, the Career Development Office, and individual line supervisors. You are expected to be the independent conscience of ODP in matters of personnel policy, ensuring that all personnel actions are in the best interest of the government, the Agency, ODP, and the employee, and that they conform to all relevant Federal laws and regulations.

#### Performance Standard

Performance will be determined by the degree of dependability exhibited by you in providing technical advice to all levels of management within ODP, the judgement shown in making decisions requiring your expertise, the decisiveness with which advice sought for by management is rendered, the quality and quantity of work produced by you and your staff, and the versatility of your managerial skills in solving complex personnel problems that would have lasting effects on the personnel policy governing ODP.

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Approval and Implementation of NAPA  
Project Group Recommendation

FROM:

Career Management Officer,  
DDA

EXTENSION

NO.

DATE

STATINTL

14 January 1980

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Data Processing  
2D00, Hqs.

RECEIVED

FORWARDED

1/16

ADJ

2. EXO CD

DDI/DP

GS

3. EO - FYI

1/17

CD

4. AC/AS

5. OOP/Pers

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

NOTE: 30 JAN. 80 deadline —  
Tackle AC/AS Per 28 Jan  
ILLEGIB

D/DP

1-465-

Hash, Bob — please  
collaborate on a draft  
AWP and let me review  
it before it is put in  
final form. This  
J

FORM 1-79

610

USE PREVIOUS EDITIONS